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Issued August 29, 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION

INSTRUCTIONS RELATIVE TO HANDLING 1939
APPLICATIONS FOR PAYMENT ON RANGE LANDS
IN STATE APPLICATION FOR PAYMENT SECTIONS
IN THE NORTH CENTRAL REGION.

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Issued August 29, 1939.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION

GENERAL

The instructions contained herein shall be followed in Application for Payment Sections in Nebraska and South Dakota in handling Forms NCR-359, Applications for Payment on Range Lands, and related forms. These instructions are not applicable to the handling of Applications for Payment for Jones County, South Dakota.

The county office will prepare and compute applications for payment and forward the original and one copy thereof to the State office after the applications have been signed by the applicants and certified by a member of the county committee. The State office will check such applications against NCR-255, Range Listing Sheet, and against the Register of Indebtedness and will verify the computations thereon. Wherever possible, errors made by the county office will be corrected by the State office and the county office will be advised of such corrections. Applications for payment which cannot be corrected by the State office will be returned to the county office for correction.

Members of the State committee and all persons working in the Application for Payment Section in the State office should become thoroughly familiar with the instructions contained herein and with all other pertinent provisions and instructions relating to the 1939 Range Conservation Program in the North Central Region. Deviation from these instructions will not be permitted. Any questions relative to the procedure to be followed should be referred to the person in charge of the Unit where the question arises and, if such person is unable to answer the question satisfactorily, he shall refer the case to the person in charge of the Application for Payment Section. If the question is not covered by the instructions contained herein, such question shall be referred to the Director of the North Central Division.

Applications for payment shall be handled in the order of their receipt.

No changes or corrections shall be made on any form used in connection with the 1939 Range Conservation Program unless such changes or corrections are specifically authorized by these instructions. When making any changes or corrections authorized by these instructions, draw a line through the incorrect entry in such a manner that the entry will remain legible and insert the correct entry in the nearest available space.

The flow of Forms NCR-359 through the Application for Payment Section shall be the same as the flow of Forms NCR-326 and NCR-327A as set forth in NCR-State 308 (II).

As used herein the following terms shall have the following meanings:

1. TRANSMITTAL means all applications for payment, which are transmitted from the county office to the State office at one time.
2. LOT means all applications for payment, the ranch serial numbers of which are listed on one sheet of RF-10.
3. LOT NUMBER means the number assigned to a lot. Such number shall be the same as the sheet number of RF-10.
4. RANCH SERIAL NUMBER means the serial number assigned to a ranching unit.
5. SUSPENDED CASE means any application for payment which must be returned to the county office for correction, or which cannot be approved without additional information.
6. NO PAYMENT APPLICATION means any application for payment with respect to which the total amount of payment computed for a ranching unit is zero. The total amount of payment computed for a ranching unit means the gross payment computed for the ranching unit and entered in Section II, item 14 of NCR-359.

The numbers and titles of the forms to be used are as follows:

1. NCR-255 - Range Listing Sheet.
2. NCR-359 - Application for Payment on Range Lands.
3. RF-1 - Progress Record.
4. RF-2 - Report of Indebtedness.
5. RF-3 - Release of Lots and Suspended Cases.
6. RF-4 - Suspension Sheet.
7. RF-5 - Transmittal Correction Sheet.
8. RF-7 - List of Persons Eligible to Execute an Application for Payment on Range Lands.
9. RF-10 - Transmittal Sheet for Forms_____.
10. RF-11 - Notice of Adjustment Payment.

11. RF-12 - Record of Indebtedness.
12. RF-13 - Statement Concerning Other Farms.
13. RF-14 - Record of Payments.
14. ACP-22 - Schedule of Disbursements.
15. ACP-104 - Public Voucher _____ Agricultural Conservation Payments (Continuation Sheet).
16. ACP-105 - Public Voucher 1939 Agricultural Conservation Payments.

PART I - RECORDS UNIT

Except as set forth herein Forms NCR-359, and related forms, shall be handled in the Records Unit in the manner set forth in NCR-State-308 (II), Part I for handling corresponding forms under the 1939 Agricultural Conservation Program.

In checking serial numbers of Forms NCR-359 against RF-7 the following procedure shall be followed:

1. For each NCR-359 for which there is an entry (in parenthesis) in column (c) of RF-7 following the Range Inspector District Number, and for which entries have not been made in columns (d) or (e) of RF-7, enter the word "Range" in column (c) of RF-7 or in column (e) of RF-8 prepared in connection with the 1939 Agricultural Conservation Program. Such entry shall be made on the RF-7 or RF-8 prepared in connection with the 1939 Agricultural Conservation Program opposite the name of the applicant whose name appears on NCR-359.
 - a. If the application prepared for the ranch operator under the 1939 Agricultural Conservation Program has been received in the State office a slip of paper should be attached to such application indicating that the applicant has an interest in a ranching unit in the county. If such application has been forwarded for payment, the Payment Schedule Unit should be requested to prepare an RF-14 for the applicant, listing thereon the payment approved to the applicant under the 1939 Agricultural Conservation Program.
2. For each NCR-359 for which there is an entry in column (c), (in parenthesis) (d), or (e) of RF-7, indicating that the applicant

has an interest in farms in the county or in farms or ranches in other counties in the State or in other States, prepare and attach RF-13 as follows:

- a. Enter in the spaces provided therefor, the State and county code and serial number of the application.
- b. Where applicable enter "Farms in this county "
above "Farms in other counties in this State
".
- c. Indicate by check mark in the appropriate blocks whether the applicant has an interest in farms or ranches in this county, in other counties or in other States.

PART II - EXAMINATION UNIT

When an entry on an application for payment is found to be incorrect place an "X" above and to the right of such entry and complete the check of all other entries on the form. Prepare and attach RF-4 to such form, indicating therein the nature of the error.

I. Instructions to Checking Clerks for Checking Forms NCR-359 Against NCR-255.

1. Two clerks working together shall check entries on NCR-359 against entries on NCR-255 as follows:
 - a. Determine that the entry in Section II, item 1 of NCR-359, is equal to the entry in column (6) of NCR-255 and that such entry is not in excess of the entry in column (5) of NCR-255.
 - b. Determine that the entry in Section II, item 2 of NCR-359 is equal to the entry in column (16) of NCR-255.
2. Upon completion of checking Forms NCR-359 against NCR-255, sign and enter the date in the spaces provided therefor on RF-10 and release the lot to an examining clerk.

II. Instructions to Examining Clerks for Examination of NCR-359.

1. Determine that all corrections on NCR-359 other than corrections which are the results of computations have been initialed by the member of the county committee who certified the application for payment.
2. Determine that no deletion has been made in any printed matter on NCR-359.

3. Determine that the State and county code and ranch serial number have been entered in the spaces provided therefor.

4. Make the following determinations with respect to Section II of NCR-359.

(a) Determine that the entry in item 1 is equal to or greater than 640.

(b) Determine that for each range-building practice number entered in Section II, items 6 to 12, inclusive, column (a), entries have been made in columns (b) and (c) and that the rates in column (c) agree with the rates in Section II of NCR-351.

(1) If an entry has been made for practice No. 7, determine that an indication has been made as to whether the practice was performed in soil, gravel, or rock formation.

5. Make the following determinations with respect to Section III of NCR-359.

(a) Determine that a percentage entry has been made in items 2(b) and 2(c) below the name of each applicant.

(b) If RF-2 is attached to NCR-359, refer the case to the person in charge of the Application for Payment Section or to another authorized person for a determination as to whether the county committee was justified in not making a set-off.

(c) If a set-off has been made on NCR-359 for an indebtedness to the A.A.A. which arose out of other than a "1940 Crop Insurance Premium Advance" prepare and attach RF-4 to such NCR-359.

6. If RF-13 is attached to NCR-359, determine whether the applicant is an individual, partnership, or estate.

(a) If the applicant is an individual, partnership, or estate and a check mark has not been entered after the words "Farms in this county" or after item (a) of RF-13, handle NCR-359 in the regular manner. Remove and destroy RF-13.

(b) If the applicant is an individual, partnership, or estate and a check mark has been entered after the words "Farms in this county" or after item (a) of RF-13, handle NCR-359 in the regular manner. Do not remove RF-13 from such NCR-359.

(c) If the applicant is other than an individual partnership or estate and a check mark has been

entered after the words "Farms in this county" or after item (a) of RF-13 but item (b) is not checked, handle NCR-359 in the regular manner. Do not remove RF-13 from such NCR-359.

- (d) If the applicant is other than an individual, partnership, or estate and item (b) of RF-13 is checked, prepare and attach RF-4 to such NCR-359. Do not remove RF-13 from such NCR-359.

7. Make the following determinations with respect to Section IV of NCR-359.

- (a) Determine that a date has been entered in the space provided therefor opposite the signature of the applicant.
- (b) Determinations regarding the style of the printed name or the address of an applicant and regarding acceptable signatures shall be made in accordance with the instructions set forth in NCR-State 308 (II), Part II.

8. Determine that the signature of a county committeeman appears in Section V of NCR-359 and that such signature is not that of the applicant.

9. Upon completion of the examination of Forms NCR-359, sign and enter the date in the spaces provided therefor on RF-10 and release the lot to the person designated to release transmittals of Forms NCR-359.

III. Instructions for Release of Transmittals of Forms NCR-359.

- 1. When the examination of all lots in a transmittal of Forms NCR-359 has been completed, the person designated by the person in charge of the Examination Unit shall prepare RF-3 for the transmittal.
- 2. Release all suspended cases in the transmittal, including the State office copies of such suspended cases, together with the second copy of RF-3, to the Clearance Unit. Obtain the signature of a representative of the Clearance Unit in the space provided on the original RF-3. Release all approved Forms NCR-359 in the transmittal, together with the copies thereof and the first copy of RF-3 and the RF-10, to the Computation Unit. Obtain the signature of a representative of the Computation Unit in the space provided on the original of RF-3 and send such original RF-3 to the record clerk in the Records Unit.

PART III. COMPUTATION UNIT

Whenever a computation results in a negative number, determine that zero (0) and not the negative number has been entered. For example, if 67.5 is to be subtracted from 46.5 a zero (0) and not the negative number (-21.0) should be entered.

Except as otherwise provided herein all computations shall be carried to four decimal places and rounded to two decimal places. If the computation results in a number which contains more than four decimal places disregard all figures beyond the fourth decimal place. In rounding numbers to two decimal places fractions amounting to fifty ten-thousandths (0.0050) or less shall be dropped and fractions amounting to fifty-one ten-thousandths (0.0051) or more shall be considered as a hundredth of a unit. For example, if the result of a computation is

(a) 8.4750, enter 8.47.

(b) 8.4751, enter 8.48.

In making corrections on applications for payment draw a line through the incorrect entry and insert the correct entry in the nearest available space. If a large number of errors is found refer the form to the person in charge of the Computation Unit so that a new form may be prepared. Prepare and attach RF-4 to the form on which the computations were corrected indicating therein the nature of the error. When all computations on a lot of forms have been reviewed, Forms RF-4 should be removed and transmitted to the Clearance Unit.

I. Instructions to Review Clerks for Reviewing Computations on NCR-359.

1. Review the computations with respect to Section II of NCR-359 as follows:

- a. Obtain item 3(a) by multiplying item 2 by 60.0
- b. Obtain item 3(b) by multiplying the smaller of items 1 and 3(a) by \$0.02.
- c. Obtain item 3(c) by dividing item 1 by 10.0.
- d. Obtain item 3(d) by multiplying the smaller of items 2 and 3(c) by \$1.00.
- e. Obtain item 3(e) by adding items 3(b) and 3(d).
- f. Obtain item 4(c) by dividing item 4(b) by item 1.
- g. Obtain item 4(d) as follows:

(1) If the word "yes" has been entered in item 4(a), enter

the result obtained by multiplying the smaller of item 4(c) and 25% by 2.4 and multiplying such product by item 3(e).

- (2) If the word "No" has been entered in item 4(a), enter the result obtained by multiplying the smaller of item 4(c) and 25% by 1.6 and multiplying such product by item 3(e).
- h. Obtain item 5(a) by multiplying the entry shown in the space following the words "Acreage reseeded" by \$2.00.
- i. Obtain item 5(b) by multiplying the entry shown in the space following the words "Pounds of seed sown" by \$0.20.
- j. Enter in item 5(c) the smaller of items 5(a) and 5(b).
- k. Obtain items 6 to 12, inclusive, column (d) by multiplying the entry in column (b) on each line by the entry in column (c) on such line.
 - (1) If any entry of more than 5,000 cubic yards has been made in column (b) for practice No. 5, the entry in column (d) for such practice should equal the sum of 5,000 multiplied by \$0.15 and the number of cubic yards in excess of 5,000 multiplied by \$0.10.
 - (2) If entries have been made for practice No. 7, determine that the result of the computation for each line on which practice No. 7 has been entered or each group of lines on which data for such practice have been entered and bracketed in column (a) is not less than \$20.00 nor more than \$100.00
- l. Obtain item 13 by adding the entries in items 4(d), 5(c), and 6(d) to 12(d), inclusive.
- m. Enter in item 14 the smaller of item 3(c) and item 13.
2. Make computations with respect to Section III of NCR-359 as follows:
 - a. Obtain item 3(b) by multiplying Section II, item 14 by Section III, item 2(b).
 - b. Obtain the entry for item 4(b) from the table of payment increases on page 9 of NCR-State 308 (II), Part III.
 - c. Obtain item 5(b) by adding items 3(b) and 4(b).

- d. If the percentage of deduction for association expenses has not been entered in item 6, column (a), enter such percentage.
- e. Obtain item 6(b) by multiplying item 5(b) by 100 percent minus the rate of deduction for association expenses shown in item 6(a).
- f. If no entries for set-offs or assignments have been made in items 7(a), 8(a), and 9(a), enter in item 10(b) the entry in item 6(b).
- g. If entries for set-offs and/or assignments have been made in items 7(a), 8(a), and 9(a) proceed as follows:
 - (1) If a percentage entry has been entered in item 7(b), 8(b), or 9(b) following the name and address of an assignee, multiply such percentage entry by the entry in item 6(b) and enter the result in the left half of item 7(b), 8(b), or 9(b) opposite the name and address of the assignee.
 - (2) If an entry has been made in item 7(a) and no entries have been made in items 8(a) and 9(a),
 - (a) Enter in the right half of item 7(b) the smaller of the entries in the left half of item 7(b) and item 6(b).
 - (b) Enter in item 10(b) the result obtained by subtracting from item 6(b) the entry in the right half of item 7(b).
 - (3) If entries have been made in items 7(a) and 8(a) and no entry has been made in item 9(a),
 - (a) Obtain the entry for the right half of item 7(b) as set forth in paragraph g(2).
 - (b) Enter in the right half of item 8(b) the smaller of the entry in the left half of item 8(b) and the result obtained by subtracting from item 6(b) the entry in the right half of item 7(b).
 - (c) Enter in item 10(b) the result obtained by subtracting from item 6(b) the sum of the entries in the right half of items 7(b) and 8(b).
 - (4) If entries have been made in items 7(a), 8(a), and 9(a)

- (a) Obtain the entries for the right half of items 7(b) and 8(b) as set forth in paragraphs g(2) and g(3), respectively.
 - (b) Enter in the right half of item 9(b) the smaller of the entry in the left half of item 9(b) and the result obtained by subtracting from item 6(b) the sum of the entries in the right half of items 7(b) and 8(b).
 - (c) Enter in item 10(b) the result obtained by subtracting from item 6(b) the sum of the entries in the right half of items 7(b), and 9(b).
- h. Computations with respect to column (c) will be made in the manner outlined in these instructions for making computations with respect to column (b).
3. After completion of the review of all computations in connection with Forms NCR-359 in a lot, sign and enter the date in the spaces provided therefor on RF-10. When the computations on all Forms NCR-359 for a transmittal have been reviewed, prepare RF-3 and release the originals of NCR-359 to the Payment Schedule Unit and the copies thereof to the Records Unit.

PART IV. - PAYMENT SCHEDULE UNIT

Except as set forth herein, Forms NCR-359 and related forms shall be handled in the Payment Schedule Unit in the manner set forth in NCR-State 308 (II), Part IV, for handling corresponding forms under the 1939 Agricultural Conservation Program.

1. The data for gross payments, net payments, deductions for 1940 Crop Insurance Premium Advances, if any, and the deductions for county association expenses, respectively, shall be obtained as follows:

- a. Obtain the total of the gross payments for the lot by adding the entries in Section III, items 5(b) and 5(c) of all Forms NCR-359.
- b. Obtain the total of the net payments for the lot by adding the entries in Section III in the right half of items 7(b), 7(c), 8(b), 8(c), 9(b), 9(c), except for 1940 Crop Insurance Premium Advances, and the entries in items 10(b) and 10(c) of NCR-359.
- c. Obtain the total of the deductions for 1940 Crop Insurance Premium Advances, if any, for the lot by adding the amounts in Section III in the right half of items 7(b), 7(c), 8(b), 8(c), 9(b), and

9(c) of NCR-359 opposite the words "Indebted to A.A.A., 1940 Crop Insurance Premium Advances."

- d. Obtain the total deduction for county association expenses for the lot by subtracting from the gross payment for the lot the sum of the net payments for the lot and the sum of the deductions for 1940 Crop Insurance Premium Advances.
2. The letter "R" shall be entered after the form number of ACP-104, ACP-105, and ACP-22, and the administrative number to be used on such forms shall be the State and county code and the lot numbers followed by the letter "R".
3. In scheduling payments to assignees the amounts in Section III in the right half of items 7(b), 7(c), 8(b), 8(c), 9(b) and 9(c) of NCR-359 shall be used.

PART V. CLEARANCE UNIT

Forms NCR-359 and related forms shall be handled in the manner set forth in NCR-State 308 (II), Part V, for handling corresponding forms under the 1939 Agricultural Conservation Program.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION

INSTRUCTIONS RELATIVE TO HANDLING 1939 JONES COUNTY
APPLICATIONS FOR PAYMENT ON RANGE LANDS IN SOUTH
DAKOTA APPLICATION FOR PAYMENT SECTION

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION

GENERAL

The instructions contained herein shall be followed in the Application for Payment Section in the State of South Dakota in handling Forms NCR-359J, Application for Payment on Range Lands, Jones County, and related forms.

Members of the State committee and all persons working in the Application for Payment Section should become thoroughly familiar with the instructions contained herein and with all other instructions relating to the 1939 Jones County Range Conservation Program.

The flow of Forms NCR-359J through the Application for Payment Section shall be the same as the flow of Forms NCR-359 as set forth in NCR-State 352.

Forms used in connection with the handling of Forms NCR-359J under the 1939 Jones County Range Conservation Program shall be the same as those used in connection with the handling of Forms NCR-359 under the regular range program for 1939. The letters "RJ" shall be entered to the right of the form numbers and the words "Jones County Range" shall be entered above the titles of such forms. Any other necessary changes on such forms shall be made.

PART I - RECORDS UNIT

Forms NCR-359J, and related forms shall be handled in the Records Unit in the manner set forth in NCR-State 352, Part I, for handling Forms NCR-359, and related forms.

Data for Forms NCR-359J shall be included on NCR-331 with data for Forms NCR-359. Also, separate entries shall be made on NCR-331 showing only data for Forms NCR-359J.

PART II - EXAMINATION UNIT

When an entry on an application for payment is found to be incorrect place an "X" above and to the right of such entry and complete the check of all other entries on the form. Prepare and attach RF-4 to such form, indicating therein the nature of the error.

I. Instructions to Checking Clerks for Checking Forms
NCR-359J Against NCR-255.

1. Two clerks working together shall check entries on NCR-359J against entries on NCR-255 as follows:
 - a. Determine that the entry in Section II, item 1 of NCR-359J, is equal to the entry in column (6) of NCR-255 and that such entry is not in excess of the entry in column (5) of NCR-255.
 - b. Determine that the entry in Section II, item 2 of NCR-359J, is equal to the entry in column (16) of NCR-255.
2. Upon completion of checking Forms NCR-359J against NCR-255, sign and enter the date in the spaces provided therefor on RF-10 and release the lot to an examining clerk.

II. Instructions to Examining Clerks for Examination of NCR-359J

1. Determine that all corrections on NCR-359J other than corrections in items which are the results of computations have been initialed by the member of the county committee who certified the application for payment.
2. Determine that no deletion has been made in any printed matter on NCR-359J.
3. Determine that the State and county code and ranch serial number have been entered in the spaces provided therefor.
4. Make the following determinations with respect to Section II of NCR-359J.
 - a. Determine that the entry in item 1 is equal to or in excess of 640 acres.
 - b. If a percentage entry has been made in item 4(d), determine that such percentage entry is 20 or more.
 - c. If a percentage entry has not been made in item 4(d), determine that the letters "CPD" have been entered in lieu thereof and that an entry has been made in item 4(e).
 - d. Determine that the entry, if any, in item 4(e) is not greater than the entry in item 2.

- e. If for any practice an entry has been made opposite the words "1938 Goal," "1939 Goal," or "3 Year Goal," determine for such practice that the entry opposite the words "1939 Goal" is equal to or greater than the entry opposite the words "1938 Goal" and that the entry opposite the words "3 Year Goal" is equal to or greater than the entry opposite the words "1939 Goal."
 - f. Determine that for each practice the entry for the acres or units of practice carried out, i. e., "Acres reseeded," "Material move," etc., is equal to or greater than the 1939 goal for such practice.
 - g. If data are shown for practice No. 1-a, determine that the number of pounds of seed sown has been entered in item 5(d) following the words "Acres Reseeded."
 - h. If data are shown for practice No. 3-e, determine that the word "Depth" has been entered below item 10(d) and that the depth of each well has been shown.
5. Make the following determinations with respect to Section III of NCR-359J.
- a. Determine that a percentage entry has been made in items 2(b) and 2(c) below the name of each applicant.
 - b. If RF-2 is attached to NCR-359J, refer the case to the person in charge of the Application for Payment Section or to another authorized person for a determination as to whether the county committee was justified in not making a set-off.
 - c. If a set-off has been made on NCR-359J in favor of the AAA for an indebtedness which arose out of other than a "1940 Crop Insurance Premium Advance" prepare and attach RF-4 to such NCR-359J.
6. If RF-13 is attached to NCR-359J, determine whether the applicant is an individual, partnership, or estate.
- a. If the applicant is an individual, partnership or estate and a check mark has not been entered after the words "Farms in this county" or after item (a) of RF-13, handle NCR-359J in the regular manner. Remove and destroy RF-13.

- b. If the applicant is an individual, partnership, or estate and a check mark has been entered after the words "Farms in this county" or after item (a) of RF-13, handle NCR-359J in the regular manner. Do not remove RF-13 from such NCR-359J.
 - c. If the applicant is other than an individual, partnership, or estate and a check mark has been entered after the words "Farms in this county" or after item (a) of RF-13 but item (b) is not checked, handle NCR-359J in the regular manner. Do not remove RF-13 from such NCR-359J.
 - d. If the applicant is other than an individual, partnership, or estate and item (b) of RF-13 is checked, prepare and attach RF-4 to such NCR-359J. Do not remove RF-13 from such NCR-359J.
7. Make the following determinations with respect to Section IV of NCR-359J.
- a. Determine that a date has been entered in the space provided therefor opposite the signature of the applicant.
 - b. Determinations regarding the style of the printed name or the address of an applicant and regarding acceptable signatures shall be made in accordance with the instructions set forth in NCR-State 308 (II), Part II.
8. Determine that the signature of a county committeeman appears in Section V of NCR-359J and that such signature is not that of the applicant.
9. Upon completion of the examination of Forms NCR-359J, sign and enter the date in the spaces provided therefor on RF-10 and release the lot to the person designated to release transmittals of Forms NCR-359J.

III. Instructions for Release of Transmittals of Forms NCR-359J.

- 1. When the examination of all lots in a transmittal of Forms NCR-359J has been completed, the person designated by the person in charge of the Examination Unit shall prepare RF-3 for the transmittal.
- 2. Release all suspended cases in the transmittal, including the State office copies of such suspended cases, together with the second copy of RF-3, to the

Clearance Unit, Obtain the signature of a representative of the Clearance Unit in the space provided on the original RF-3. Release all approved Forms NCR-359J in the transmittal, together with the copies thereof and the first copy of RF-3 and the RF-10, to the Computation Unit. Obtain the signature of a representative of the Computation Unit in the space provided on the original of RF-3 and send such original RF-3 to the record clerk in the Records Unit.

PART III. COMPUTATION UNIT

Whenever a computation results in a negative number, determine that zero (0) and not the negative number has been entered. For example, if 67.5 is to be subtracted from 46.5 a zero (0) and not the negative number (-21.0) should be entered.

Except as otherwise provided herein all computations shall be carried to four decimal places and rounded to two decimal places. If the computation results in a number which contains more than four decimal places disregard all figures beyond the fourth decimal place. In rounding numbers to two decimal places fractions amounting to fifty ten-thousandths (0.0050) or less shall be dropped and fractions amounting to fifty-one ten-thousandths (0.0051) or more shall be considered as a hundredth of a unit. For example, if the result of a computation is

(a) 8.4750, enter 8.47

(b) 8.4751, enter 8.48

In making corrections on applications for payment draw a line through the incorrect entry and insert the correct entry in the nearest available space. If a large number of errors is found refer the form to the person in charge of the Computation Unit so that a new form may be prepared. Prepare and attach RF-4 to the Form on which the computations were corrected indicating therein the nature of the error. When all computations on a lot of forms have been reviewed, Forms RF-4 should be removed and transmitted to the Clearance Unit.

I. Instructions to Review Clerks for Reviewing Computations on NCR-359J.

1. Make computations with respect to Section II of NCR-359J as follows:
 - a. Obtain item 3(a) by multiplying item 2 by \$1.40.
 - b. Obtain item 3(b) by multiplying item 1 by \$0.14.
 - c. Enter in item 3(c) the smaller of items 3(a) and 3(b).

- d. Multiply the entry in item 3(c) by 25.0 percent.
 - e. Multiply the units in the 1939 goal for each practice in excess of the 1938 goal for such practice by the rate assigned to such practice. The rates for range-building practices will be found in NCR-351J, Section XIII, subsection C.
 - f. If the result of the multiplication under paragraph e is equal to or greater than 90.0 percent of the multiplication under paragraph d, enter in item 11, the entry in item 3(c). If the result of such multiplication is less than 90.0 percent, enter in item 11, 75.0 percent of the entry in item 3(c).
2. Make computations with respect to Section III of NCR-359J as follows:
- a. Obtain item 3(b) by multiplying Section II, item 11 by Section III, item 2(b).
 - b. Obtain the entry for item 4(b) from the table of payment increases given on page 9 of NCR-State 308(II), Part III.
 - c. Obtain item 5(b) by adding items 3(b) and 4(b).
 - d. If the percentage of deduction for county association expenses has not been entered in item 6, column (a), enter such percentage.
 - e. Obtain item 6(b) by multiplying item 5(b) by 100 percent minus the rate of deduction for association expenses shown in item 6(a).
 - f. If no entries for set-offs or assignments have been made in items 7(a), 8(a), and 9(a), enter in item 10(b) the entry in item 6(b).
 - g. If entries for set-offs and/or assignments have been made in items 7(a), 8(a), and 9(a) proceed as follows:
 - (1) If a percentage entry has been entered in items 7(a), 8(a), or 9(a) following the name and address of an assignee, multiply such percentage entry by the entry in item 6(b) and enter the result in the left half of item 7(b), 8(b), or 9(b) opposite the name and address of the assignee.

- (2) If an entry has been made in item 7(a) and no entries have been made in items 8(a) and 9(a).
- (a) Enter in the right half of item 7(b) the smaller of the entries in the left half of item 7(b) and item 6(b).
 - (b) Enter in item 10(b) the result obtained by subtracting from item 6(b) the entry in the right half of item 7(b).
- (3) If entries have been made in items 7(a) and 8(a) and no entry has been made in item 9(a).
- (a) Obtain the entry for the right half of item 7(b) as set forth in paragraph g(2).
 - (b) Enter in the right half of item 8(b) the smaller of the entry in the left half of item 8(b) and the result obtained by subtracting from item 6(b) the entry in the right half of item 7(b).
 - (c) Enter in item 10(b) the result obtained by subtracting from item 6(b) the sum of the entries in the right half of items 7(b) and 8(b).
- (4) If entries have been made in items 7(a), 8(a), and 9(a)
- (a) Obtain the entries for the right half of items 7(b) and 8(b) as set forth in paragraphs g(2) and g(3), respectively.
 - (b) Enter in the right half of item 9(b) the smaller of the entry in the left half of item 9(b) and the result obtained by subtracting from item 6(b) the sum of the entries in the right half of items 7(b) and 8(b).
 - (c) Enter in item 10(b) the result obtained by subtracting from item 6(b) the sum of the entries in the right half of items 7(b), 8(b), and 9(b).

h. Computations with respect to column (c) will be made in the manner outlined in these instructions for making computations with respect to column (b).

- i. After completion of the review of all computations in connection with Forms NCR-359J in a lot, sign and enter the date in the spaces provided therefor on RF-10. When the computations on all Forms NCR-359J for a transmittal have been reviewed, prepare RF-3 and release the originals of NCR-359J to the Payment Schedule Unit and the copies thereof to the Records Unit.

PART IV. - PAYMENT SCHEDULE UNIT

Except as set forth herein, Forms NCR-359J and related forms shall be handled in the Payment Schedule Unit in the manner set forth in NCR-State 308 (II), Part IV, for handling corresponding forms under the 1939 Agricultural Conservation Program.

1. The data for gross amounts, net payments, deductions for 1940 Crop Insurance Premium Advances, if any, and the deductions for county association expenses, respectively, shall be obtained as follows:
 - a. Obtain the total of the gross amounts for the lot by adding the entries in Section III, items 5(b) and 5(c) of all Forms NCR-359J.
 - b. Obtain the total of the net payments for the lot by adding the entries in Section III in the right half of items 7(b), 7(c), 8(b), 8(c), 9(b), 9(c), except for 1940 Crop Insurance Premium Advances, and the entries in items 10(b) and 10(c) of NCR-359J.
 - c. Obtain the total of the deductions for 1940 Crop Insurance Premium Advances, if any, for the lot by adding the amounts in Section III in the right half of items 7(b), 7(c), 8(b), 8(c), 9(b) and 9(c) of NCR-359J opposite the words "Indebted to A.A.A., 1940 Crop Insurance Premium Advances."
 - d. Obtain the total deduction for county association expenses for the lot by subtracting from the gross payment for the lot the sum of the net payments for the lot and the sum of the deductions for 1940 Crop Insurance Premium Advances.
2. The letters "RJ" shall be entered after the form number of ACP-104, ACP-105, and ACP-22, and the administrative number to be used on such forms shall be the State and county code and the lot numbers followed by the letters "RJ."

3. In scheduling payments to assignees the amounts in Section III in the right half of items 7(b), 7(c), 8(b), 8(c), 9(b) and 9(c) of NCR-359J shall be used

PART V. CLEARANCE UNIT

Forms NCR-359J and related forms shall be handled in the manner set forth in NCR-State 308 (II), Part V, for handling corresponding forms under the 1939 Agricultural Conservation Program.

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N155
No. 352, Sup. 1
DEC 21 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION

INSTRUCTIONS RELATIVE TO HANDLING 1939
APPLICATIONS FOR PAYMENT ON RANGE LANDS
IN STATE APPLICATION FOR PAYMENT SECTIONS
IN THE NORTH CENTRAL REGION

NCR-State 352 is hereby amended as follows:

1. Part III, Section I, paragraph 1, item k, subitem (1) is amended to read as follows:
 - (1) If an entry of more than 5,000 cubic yards has been made in column (b) for practice No. 5 for any single development, the entry in column (d) for such practice should equal the sum of 5,000 multiplied by \$0.15 and the number of cubic yards in excess of 5,000 multiplied by \$0.10.



